Office of Mayor Virg Bernero Proclamation/Letter of Greeting/Certificate Request Form

Request is for: Proclamation Letter of Greeting Certificate
Retirement \square Birthday \square Business Grand Opening/Ribbon Cutting \square Anniversary \square
Organization Historical Special Recognition Other
If other, please explain:
Date of Proclamation/Event Presentation:
Event/Program Location & Address:
Date Proclamation Needed:
To be considered, request must be received two weeks prior to the date needed
Delivery of Document: ☐ Please mail ☐ Will pick up
Mayor's presence requested at presentation: ☐ Yes ☐ No ☐ Will Accept Representative (If the Mayor's presence is requested please obtain and submit Mayoral Appointment/Event Form)
Full name of person/organization receiving document:
Address: City: State:
Zip: E-mail Address: Phone: Cell:
Full name of person REQUESTING document:
Address: City: State:
Zip: E-mail Address: Phone: Fax: Relation to person receiving proclamation:
Cell:
Briefly describe and submit background information such organization's history, educational history, employment history, family information, accomplishments, honors, clubs, affiliations, and any other pertinent information or message that could be conveyed to assist in the completion of the document. Information such as resume, mission statement and etc. is helpful.
Reminder: Requests must be submitted 2 weeks in advance
Mail: Office of Mayor Bernero, 124 W. Michigan Avenue, 9 th Fl, City Hall Lansing, MI 48933 Email: rfreeman@lansingmi.gov - 517: 483-4141 - Fax: 517-483-6066